



HQ, OPERATIONS SUPPORT COMMAND SUPERVISORY REFRESHER TRAINING

STAFFING PROCESS

PRESENTED BY

RIA CPAC

July-August 2002

PRE-PLANNING INFORMATION

- Information CPAC needs to process Recruitment provided by:
Administrative Officers
 - ✓ RPA “Request for Personnel Action”
 - ✓ Area of Consideration
 - ✓ Resumix Criteria and/or Crediting Plan
 - ✓ Job Number
 - ✓ Payment of PCS (yes/no)

AREA OF CONSIDERATION

- Definition – An area in which a search is made to reach qualified candidates
- The AOC will be defined in vacancy announcements
- Area may be limited to the directorate level, as a minimum
- Area must be broad enough to produce at least three highly qualified Army candidates

AREA OF CONSIDERATION

- Can expand area to include:
 - ✓ All areas service by RIA CPAC or NC CPOC
 - ✓ Army
 - ✓ Department of Defense
 - ✓ All Federal Agencies
 - ✓ Reinstatements
 - ✓ Public (DEU/OPM)

CREDITING PLAN

- Objective statement of position qualification requirements and criteria against which employees are evaluated
- Used for Announcements opened to outside candidates and Priority Placement matches

QUALIFICATION REQUIREMENTS

- Minimum Qualification Requirements
 - ✓ Established by the Office of Personnel Management
 - ✓ Must meet Time-In-Grade (for GS positions)
- Highly Qualifying Criteria
 - ✓ Submitted by Management
 - ✓ Documented as Crediting Plan/Resumix Skills

STEPS IN THE RECRUITMENT PROCESS

- RPA (SF-52) initiated by Mgt; sent to CPAC and forwarded to CPOC
- CPOC clears statutory requirements
 - ✓ DOD PPP & Special Candidate Tracker
- CPOC advertises vacancy or Mgt/CPAC requests DA Career Referral list
- Interested employees apply
- CPOC (CPAC for Career Referral) issues Referral List
- Management selects

STEPS IN THE RECRUITMENT PROCESS

- CPAC ensures all local policies are followed (Policy 57)
- CPAC coordinates EEO/Physicals and Security requirements
- CPAC offers Job
- Employee reports

SPECIAL CANDIDATE

TRACKER

- Local “Special Candidate Tracker” Program
 - ✓ Administered by NC CPOC
 - ✓ Repromotion candidates (grade/pay retention)
 - ✓ Priority Considerations
 - ✓ Re-employment candidates (external anno.)
 - ✓ Veterans Program (external anno.)
 - ✓ Separate referral list

MANDATORY PLACEMENT PROGRAMS

- LOCAL REPROMOTION
- DOD PRIORITY PLACEMENT PROGRAM
 - ✓ Includes Military Spouses
 - ✓ Mandatory consideration of impacted employees
 - ✓ Management must support
 - ✓ Certain exceptions exist:
 - Accretions; Reassignments/Abolish; Reassignments/Fill;
 - 1st time fill of position < 90 days
- COMPASSIONATE REASSIGNMENTS

Priority Placement Program

- Command Support to uphold program integrity
- Priority Placement clearing is mandatory
 - ✓ DoD Wide for permanent
 - ✓ Local commuting area for temporary
 - ✓ Certain Exceptions
- Highly Qualifying criteria must be submitted within 24 hours after notification of a PPP match
- Matches must be resolved – 3 days CONUS; 5 days OCONUS
- If candidate is determined to be well qualified, they are a mandatory placement.

CAREER REFERRALS

- Mandatory at specified grade levels
- Management identifies and “weights” referral criteria, as applicable
- Mgt/CPAC requests referral, CPAC accepts applications, clears EEO, issues referral to management
- CPOC clears DOD PPP and processes the selection action

RESUMIX

- Required for all positions not covered by the career referral process
 - ✓ Except temporary CP-33 recruits
 - ✓ DEU/OPM certs
- RESUMIX uses Resumes
 - ✓ Cannot submit 171
 - ✓ Cannot submit OF 612
 - ✓ Resumes must be in RESUMIX format

RESUMIX - (Cont'd)

- Only 1 resume at a time can be in system
 - ✓ New submissions replace previous versions
- No need to submit a new resume for each announcement
 - ✓ Once a resume is in system - “**SELF NOMINATE**”
- Resumes are limited to 3 pages

RESUMIX (Cont'd)

- Job skills must be identified before referral list can be prepared.
- Mandatory vs. Desirable skills
 - ✓ **MANDATORY SKILLS :** Skills that applicants **MUST** possess as minimum qualifications for the position. These in effect, become “screen - out elements”. If an applicant does not possess any one of these skills, they cannot be referred. In other words, the candidates must meet **ALL** mandatory skills.
 - ✓ **DESIRABLE SKILLS :** Skills that you, the selecting official, determine would make the applicants better able to do the job. A candidate not possessing one or more of these skills would not necessarily be eliminated from a referral list.

Job Requisition Skills

- Once 52 submitted for Fill/Recruit, CPOC will scan job description for skills that are related to the position being filled
- Skills will be forwarded to AMSOS-HRC-O office for distribution to Mgt.
- Management may select from these skills; suggest no more than 10 skills and only 1-2 as mandatory.

Centralized Resumix

- Deployment Date: 15 August 2002
- Will not have to apply to different regions
- One resume in system, maintained by Alexandria, VA.
- Local CPOC's will pull data from Centralized database
- Once permanently selected, resume becomes inactivated.

ESTABLISHING EFFECTIVE DATES

- Must allow sufficient time for CPAC/CPOC to process action - submit 4 - 6 weeks in advance of proposed effective date
- Selected employees will be released no more later than beginning of 2nd payperiod after notification.
- In no case will the release date be more than 30 days, unless agreed upon by management.

REASSIGNMENT

- Definition: The change of an employee from one position to another without promotion or chg to lower grade
- Can be a non-competitive action

REASSIGNMENT

- Management initiates action
 - ✓ Employee concurs
 - ✓ Concurrence statement must be kept on file in office
- Employee non-concurs
 - ✓ Management Directed Reassignment
 - Proposal
 - Employee reply
 - Decision Rendered/One level above proposing official
- PPP requirements apply

REALIGNMENTS

- Definition: The movement of an employee and his/her position when (1) a transfer of function or an organization change occurs, (2) employee stays in same agency, (3) there is no change in the employee's position, grade or pay
- Effective dates are on Monday, not Sunday
- PPP n/a; space & employee are moving

TEMPORARY PROMOTION

- Temporary assignment to a higher graded position
- Must meet Qualifications requirements
- May be Non-Competitive for 120 days
- Competitive procedures apply to promotions over 120 days
- PPP applies to promotion over 90 days/and any other subsequent fill after 1st 90 days.
- Employee must sign Statement of Understanding

LEAD-IN PROMOTION

- Developmental - GS-5/7/9/11
- Employee must be qualified
- Promotion not guaranteed after a year
- Action should be submitted 4-6 weeks in advance of proposed effective date

CHANGE TO LOWER GRADE

- Effective date for CLG's will be the day after the nte date, if applicable
- Employee returns to position they vacated
- PPP n/a

ACCRETION OF DUTIES

- Promotion due to added duties and responsibilities
- Duties of “old” job absorbed into “new” job
 - ✓ Abolished “old” job
- May be processed non-competitively
- No other employees in the same unit performing the same duties (same pay plan, series, grade)
- Management must complete accretion form
- Exception to PPP

DETAILS

- Temporary assignment to a different position or Unclassified Set of Duties
- Personnel Actions are processed in 120 day increments for up to one year
- No change in pay
- Not required to be qualified – except education

DETAILS - Cont'd.

- Details to Higher Grade limited to 120 days
- Details to Higher Grade/Temporary Promotions count toward 120 day-52 week limit
- No SF50 produced/52 put in employee's 201 folder
- Exception to PPP

Re-employment Rights

- Re-employment rights are statutory when an employee accepts a DoD position OCONUS
- Management issues employee letter upon acceptance of OCONUS position
- If fill vacated position on permanent basis, selectee will be required to sign statement of understanding
- Employees can be extended past the initial tour, but upon reaching 5 years, OCONUS command must receive CONUS Commanders approval.